



**NON-CITIZEN TECHNICAL ADVISER PERFORMANCE AND CONDUCT AGREEMENT**

*Public Employment (Engagement of Non-Citizen Technical Advisers) Regulation 2016.*

Between:

<Title of agency secretary> (“the Agency Secretary”);

And:

<Full name of Non-Citizen Technical Adviser> (“the Adviser”).

The Adviser is employed by <name of contractor> pursuant to an aid funded program to provide advisory services to <name of Government agency>; and

In accordance with Papua New Guinea law, the Adviser is required to sign a Performance and Conduct Agreement (“the Agreement”) with the Agency Secretary where the Adviser is engaged to provide advisory services.

By signing the Agreement the Adviser undertakes to:

- Comply with the **Code of Conduct for Non-Citizen Technical Advisers** (see opposite page); and
- Be accountable to the Agency Secretary for his or her **work performance** in accordance with agreed **Terms of Reference** and performance outcomes; and
- Contribute to the **mentoring, training and capacity building** of the Adviser’s counterparts.

This Agreement will remain in force for so long as the Adviser is employed by the contractor to provide advisory services to the Government agency as set out above.

.....  
*Signature of Agency Secretary*

.....  
*Name*

.....  
*Date*

.....  
*Endorsed by DPM Secretary*

**Adviser’s acknowledgement:** I have read this Agreement and will comply with all the terms and conditions set out above

.....  
*Signature of Adviser*

.....  
*Name*

.....  
*Date*

.....  
*Date*



## **CODE OF CONDUCT FOR NON-CITIZEN TECHNICAL ADVISERS.**

### ***Public Employment (Engagement of Non-Citizen Technical Advisers) Regulation 2016.***

The Non-Citizen Technical Adviser shall at all times -

- Behave ethically:*** act with honesty and integrity;
- Behave diligently:*** act with care and due diligence;
- Behave with propriety:*** make proper use of his or her status and authority, and not seek to improperly benefit himself or herself or any other person;
- Show respect:*** treat everyone with courtesy, respecting the cultural background of staff and the public;
- Promote staff development:*** provide on-the-job training and mentoring for skills transfer;
- Comply with the law:*** comply with all applicable laws;
- Comply with lawful direction:*** comply with any lawful and reasonable direction given by the Agency Head (or delegate);
- Maintain confidentiality:*** maintain confidentiality of information;
- Not engage in politics:*** not engage in political activities or hold political office;
- Reject conflicts of interest:*** disclose and avoid all conflicts of interest, including refraining from entering into any other employment arrangements (unless approved); and
- Properly use resources:*** use Public Service resources only in the manner directed.